
APPENDIXES

APPENDIX A.—Form of schedule for enumeration of unemployment.

APPENDIX B.—The special Unemployment Census of January, 1931—Description of the schedule, and instructions to enumerators.

APPENDIX A.—FORM OF SCHEDULE FOR ENUMERATION OF UNEMPLOYMENT

The schedule used for the enumeration of the unemployed at the census of 1930 (Form 15-93), which is shown in reduced form on pages 610-611, was printed on sheets of paper measuring 11½ by 18 inches. The schedule was buff in color, in order that it might be readily distinguished from other schedules carried in the enumerator's portfolio. Each sheet was ruled with 60 horizontal lines, 30 on each side. On these lines numbered from 1 to 60, the answers concerning each person enumerated were entered. Thus, each sheet, if completely filled, contained the names and data for 60 persons.

The persons whose names were entered on the unemployment schedule were those who stated to the enumerator, or for whom it was stated, that they were not at work on the day preceding the enumerator's call. For these persons, the answer "No" was entered in Column 28 of the population schedule in the column with the heading "Employment, whether actually at work yesterday (or the last regular working day)—yes or no."

In Column 1 was entered the date of the enumeration, and in Columns 2 and 3 the reference to the sheet number and line number of the original entry on the population schedule. The name of the person enumerated was entered in Column 4. These entries made it possible to refer to the corresponding entries for the same person on the population schedule. The personal description was transcribed from these entries on the population schedules to the unemployment schedule in the lettered columns headed "For office use only."

The statistics of unemployment were tabulated by a punch card system similar to that used in the tabulation of population. Under this system the facts as to period of idleness, reason for idleness, days worked last week, days in a full-time week, classification, family relationship, sex, color and nativity, age, marital condition, occupation and industry, and class of worker were indicated by the punching of holes in a card, the position of each hole indicating the particular fact to be recorded. These cards were then tabulated on automatic machines. Electric contacts through the punched holes determined the groups into which the cards were sorted or tabulated.

Instructions to enumerators.—The census of unemployment taken in April, 1930, was a part of the enumeration of the population for the Fifteenth Census. The instructions to enumerators which applied to the unemployment schedule were included in the booklet entitled "Instructions to Enumerators, Population and Agriculture." The unemployment schedule was supplementary to the population schedule, and information as to place of abode, personal description, occupation and industry was entered only on the population schedule. The instructions for the filling of the population schedule are published in full in the appendix to Volume II of the Fifteenth Census Reports on Population. The paragraphs quoted here are those which refer only to the unemployment enumeration. These paragraphs appeared on pages 38 to 41 and 42 to 47 of the book of instructions and were numbered as indicated below.

EMPLOYMENT

225. Column 28. Whether actually at work yesterday ("Yes" or "No").—This question is to be asked with regard to all persons for whom an occupation has been entered in column 25. It will ordinarily refer to the day preceding the enumerator's call, and can be asked in the simple form, "Was he at work yesterday?" In case "yesterday" was a holiday or the worker's "day off" or "rest day," the question should apply to his last regular working day.

226. In certain occupations the employees have "rest days" in rotation. Some street-car men, for example, begin their week's work on Tuesday and finish on Sunday, having a "rest day" on Monday. If you are enumerating such a man on Tuesday, you should find out whether or not he was at work Sunday, which would be his last regular working-day. Railway men may make runs on alternate days, working Monday, Wednesday, and Friday, for example, and "resting" on the intervening days. In every such case the question "Whether actually at work," must apply to the last regular working-day of the person enumerated.

227. Some men, such as longshoremen, coal miners, and laborers, have very irregular hours of work. In a case of this kind find out whether the man actually worked on the last working-day on which he might have been occupied. This will usually be literally "yesterday," unless "yesterday" was Sunday or a holiday.

228. Persons at work.—Write "Yes" if the person enumerated worked any part of the day to which the question applies. In the case of wage earners the question will offer no difficulty. In the case of men who run a business of their own it may not always be so easy to determine whether the man is actually at work. In general, such men should be returned as "at work" if the business operates continuously under their orders, even though they may have been temporarily absent on the last regular working-day. The same return should be made for the professional or business man who is the active manager of an office, store, or factory, although he may be absent or not occupied with matters for which he receives pay on the day in question. For example, a man operating a cobbler's shop or an automobile repair and service station should be returned as at work on a given day if he spends any part of that day at the shop, even though he may not make any sales or do any work for which he receives payment. Similarly doctors, lawyers, dentists, and other professional men and proprietors and managers of retail stores, who put in time at their place of business should be returned as "at work."

229. Farmers and farm laborers, including the members of the farmer's family who usually work on the farm, are to be considered at work if they are doing anything whatever in connection with the farm or with any farming activities or supplemental occupations.

230. Teachers in schools and college professors and instructors, if they hold positions, will be regarded as "at work," even though the enumeration date falls within the Easter or spring vacation. Highly skilled workmen, salesmen, foremen, superintendents, and managers whose pay is on a monthly or annual basis are to be returned as "at work" if they receive full pay and their working time is definitely engaged, even though they have days of partial or complete idleness now and then.

231. Persons who normally work only part time and who do not wish a full-time job are to be returned as "at work," unless such part-time employment itself fails. For example, the waitress who works three hours daily during the lunch period is to be returned as at work if she was employed for this period "yesterday"; and the seamstress or laundress who regularly works one or more days a week, either at her own home or elsewhere, is to be returned as at work if she worked on her last regular working-day preceding the enumerator's visit.

232. Persons not at work.—Write "No" in case the person enumerated worked no part of the last regular working day. Men and women temporarily absent because of sickness, accidents, voluntary lay-offs, and all personal reasons are to be regarded as not at work, even though they continue to hold their positions.

233. Men locked out or on strike are "not at work," although in receipt of trade-union strike benefits or occupied in the conduct of the strike. Men who customarily work "by the job" are not at work if they have no job in process, even though actively seeking new contracts. Retail dealers are not at work if their last business has been permanently closed, although they may be planning a new enterprise. You will find, every now and then, a man who has been operating a small grocery or other retail store which has failed and who is, at the time of the enumeration, doing nothing at all which yields an income, but spending his time seeking new opportunities. Return such a man as not at work.

234. A woman reported as regularly pursuing some gainful occupation, in her own home or outside, in addition to doing her own housework, is to be returned as "not at work" if, for any reason, this gainful occupation fails, although she may continue to perform her household duties. Thus a woman who usually works as a laundress two days a week, in addition to her housework, is to be returned as "not at work" when the work as a laundress fails, even though she is quite fully occupied at home. Similarly the saleswoman in a store working daily in rush hours, or on days of special sales, or on week-ends, is to be returned as not at work when this employment fails, although she may be busy at home duties.

235. Men who busy themselves with repair jobs, gardening, and home duties in the intervals of their regular occupation are to be returned as "not at work." Coal miners and longshoremen are to be returned as "not at work" if they are idle on the day to which the question applies, even though they get in as much time weekly as is usual at the mines or wharves where they are accustomed to labor. In general the list of those "not at work" should include all who did not labor at their gainful occupation on their last regular working day preceding the enumerator's visit.

236. Column 29. Line number on unemployment schedule.—Every gainful worker for whom the answer "No" is entered in column 28 is to be reported on the unemployment schedule. Enter in column 29 the number of the line on that schedule where this report appears. If you use more than one sheet of the unemployment schedule in a given enumeration district, enter in this column for the second and subsequent sheets both the sheet number and the line number, as "2-17" or "3-46."

UNEMPLOYMENT SCHEDULE

243. Persons to be reported.—An entry is to be made on the unemployment schedule for every gainful worker who was *not at work* on the day preceding the visit of the enumerator (or on the last previous work day in case that day was not a regular working day for the person enumerated). These are the persons for whom the entry "No" is made in column 28 on the population schedule. In other words, whenever you write "No" for any person in reply to the question "Whether actually at work yesterday" on the population schedule you must also report that person on the unemployment schedule.

244. Method of filling out the schedule.—The illustrative example of the unemployment schedule (Form 15-95) shows in general how the schedule should be filled out. The entries for a given person should ordinarily be made immediately after you have completed the entries for that person on the population schedule; that is, you should ask the necessary additional questions for the person not at work and make the entries on the unemployment schedule before you enumerate the remaining members of the family on the population schedule. If it seems better in special cases to complete the entries on the population schedule and then come back to the unemployment items, this may be done. Be sure, however, that you do not neglect making the unemployment entries for any person who has the entry "No" in column 28 on the population schedule.

245. The heading of the schedule.—Fill out the heading of the unemployment schedule in exactly the same way as the heading of the population schedule for the same district, entering State, county, township, etc., as may be needed.

246. Column 1. Date of enumeration.—Enter on line 1 the date of the first entry on the unemployment schedule. On each succeeding day enter the date for the first entry on that day.

247. Columns 2 and 3. Sheet and line number on population schedule.—Enter in column 2 the number of the population sheet on which the person not at work was enumerated, and in column 3 the number of the line on which his name appears.

248. Column 4. Name.—Enter the names exactly as on the population schedule, except where it may be necessary to spell out a surname represented on that schedule by a dash.

249. Column 5. Does this person usually work at a gainful occupation?—Write "Yes" if the person is usually employed at any occupation yielding an income of any amount. This applies to part-time workers even though they work only a few hours a day or only a day or two a week. For example, for a woman employed one day a week as a laundress, in addition to doing her housework at home, the answer should be "Yes"; and a home worker regularly making garments or artificial flowers in the intervals of home or school duties, and getting in the equivalent of a day's work or more each week, should also be recorded as usually working at a gainful occupation. For workers whose occupation is very

irregular and uncertain, such as common laborers and longshoremen, the answer should be "Yes," even though they have been idle for a long time and have no immediate prospects of finding a job.

250. Persons will be found who have been long unemployed because of change in industry, the introduction of machines, or the decline of production in certain lines. If able and willing to do work of any kind, these persons should be returned as usually working at a gainful occupation, without regard to the length of the period of idleness, provided they still expect to find employment and resume work.

251. Write "No" for any person who could not say that he "usually" worked, including young persons who have not yet begun to work, old persons who have retired from active service, persons living on their incomes or on accumulated funds, and those who for any reason decline to work or choose not to work. For housewives not usually employed outside the home, but accepting small jobs to be done at home or occasionally accepting a temporary position; for school boys and girls and for college students who may accept jobs if, and when, the pay is especially tempting, the answer should be "No." For the aged, or those unable to work except occasionally because of sickness, the answer should be "No." In all cases where "No" is entered, no further answers should be given on the unemployment schedule. Further, you should at once turn back and cancel the occupation returns in columns 25-29 on the population schedule, since a person who does not usually work at a gainful occupation, as defined above, should have no occupation returned, but rather the entry "None" in column 25.

252. Column 6. Does this person have a job of any kind?—Write "Yes" if the person found idle expects to return to his former job. It is not necessary that there be a contract, written or oral. Thus, building-trades workers, carpenters, bricklayers, plasterers, etc., who are regularly attached to certain employers or contractors are to be returned as possessed of jobs if their customary employer has work in sight. And men temporarily laid off at a factory, mill, or mine, are to be so returned if they expect to be taken on again in their former places. Difficulties will arise because of the length of the period of idleness. Endeavor to ascertain whether there is reason to expect the closed plant to reopen, and if so, return the individual as possessed of a job.

253. Write "No" in column 6 when the person has no job nor any promise or understanding that he will be employed. Workers who have no reasonable expectation of returning to their former jobs; those actively seeking new employment in their old occupations; those found idle who are planning to change their occupation; and those formerly attached to plants so long closed that it is improbable that they will reopen, should be reported as not having a job.

If this person has a job:

254. Column 7. How many weeks since he has worked on that job?—In answering this question, write "0" for periods less than the individual worker's regular full-time week and omit all fractions of a week. For example, if the worker has been idle two weeks and four days, write "2." For men and women found idle but definitely engaged to begin work in new engagements, the proper entry in column 7 is "0."

255. Column 8. Why was he not at work yesterday?—Enter the exact reason for absence from work. Make every effort to discover the correct reason. Avoid general statements and be specific. Thus, in case the individual is detained from work because of illness, you should differentiate between the sickness of the person enumerated and that of members of the family, other relatives, or friends. Write "Ill" or "Sick" if the person enumerated is idle because he is sick; write "Sickness in family," in case the person is not at work because aiding others who are ill.

256. Distinguish carefully between voluntary and involuntary lay-offs. Write "Vol. lay-off" in case the individual has taken days off on his or her own accord or for personal reasons. In the case of workers laid off at the orders of the employers, discover and enter wherever possible the cause of the lay-off, as "Plant burned," "Mine closed," "Job completed," etc.

257. Be similarly explicit in other cases. Do not confuse accidents which injure the wage earner with those which force the closing of plants or stoppage of some workmen. Write "Injured by accident" for the former and "Machinery broke down," "Wreck," or some similar expression for the latter.

258. Other causes will include lack of materials, supplies, equipment, or cars; weather conditions; and strikes or lockouts. (Make clear whether the worker enumerated is himself on strike or is idle because of strike by other workmen.) You will find many workers idle because the winter occupations are slackening and the summer occupations are not yet in full force. This will be true of bitu-

minous coal mining and the clothing factories. Write "Off season" in such cases, but remember that certain types of men may use this statement as an excuse for idleness.

259. Avoid general expressions such as "Slack work," "No work," etc.

260. Column 9. Does he lose a day's pay by not being at work?—Write "Yes" in all cases where the enumerated person fails to receive the day's pay from his employer. Disregard supplementary income from tips, overtime, or bonus payments, which may be lost even though the regular wages or the basic salary may be paid for the time in question. And write "Yes" even though the loss is made up in whole or in part by income from workmen's compensation, from insurance, from trade-union benefit funds, or from mutual benefit funds. When the worker does not know whether he will receive his pay or not, write "Yes."

261. Write "No" for those who report that they will not lose any pay. This group will be made up mainly of workers on monthly or annual contracts and of those who have somewhat irregular working days and are allowed to take some time off on account of extra work rendered at other times.

262. Column 10. How many days did he work last week?—Write the number of days (or nights) on which the person actually worked. Include all short-time, makeshift, or supplementary jobs.

263. Column 11. How many days in a full-time week?—State the length of the worker's full-time week in days. Count work on a night shift as equivalent to a day although the shift may be shorter. For persons regularly and voluntarily working fewer days than a full-time week, return the number of days usually worked. Thus a woman spending the rest of her time at work in her own home may be employed as a laundress two days a week. The proper entry in such a case is "2." A railroad worker may make a run on alternate days, getting in four days one week and three the next. In such a case the proper entry is "3½." Some workers will be found working short days as well as short weeks. Thus a waitress or sales person may work in the noontime rush hours from Monday to Friday and a longer period on Saturday. For such a case the proper entry is "6."

If this person has no job of any kind:

264. Column 12. Is he able to work?—In deciding whether a person is able to work it is necessary to remember that there are many kinds of jobs and that many of them require little physical or mental effort. Write "Yes" if the individual is neither too young nor too old to be capable of some kind of regular employment and has no mental or physical disability which makes it impossible for him to work. It is not necessary that he be capable of heavy labor or that he be able to continue in his regular trade or occupation.

265. Write "No" for those of advanced age, for the mentally weak, for those unable to work because of ill health, and for those temporarily or permanently disabled by accidents.

266. Column 13. Is he looking for a job?—Write "Yes" if the person is actively engaged in seeking employment, is listed by a public or private employment agency, is being represented by a trade-union, or is being actively aided by parents, relatives, or friends in finding a job.

267. Write "No" for those voluntarily without a job, whether for a short time or indefinitely. Men who are resting at the end of a season's work; men who are living on the income from investments, etc.; men who are constitutionally disinclined to work; and men who have thrown up jobs to go on vacations, to enter school or college, or to undertake a business, should not be counted as seeking employment. For such persons write "No" in column 13.

268. Column 14. For how many weeks has he been without a job?—Give the length of time in weeks that the individual has been without regular employment. Disregard short-time, makeshift, pick-up, or odd jobs of less than a day's duration. Unpaid labor at the person's own home or work which merely covers the person's own maintenance, as when a farm laborer (not a member of the family) does chores for his board and lodging, is not to be regarded as "a job" in answering this question.

269. Column 15. Reason for being out of a job.—In giving the reason for being unemployed it is desirable to separate those who voluntarily left employment from those discharged or displaced by changes in industry. Endeavor to find out and state the exact reason for being out of a job. Reasons frequently given by those who left of their own accord will include: "Seeking better pay," "Desire to enter other industry," "Dissatisfied with work or conditions," "Moved," etc.

270. Reasons frequently given by those discharged or displaced will include: "Closing of plants (write 'Mine closed,' 'Factory closed,' etc.); completion of jobs; discontinuance of production of certain fabrics, materials, or commodities;

introduction of machines; reduction of force because of slack or off seasons (write "Off season"); lockout; worker too old; etc.

271. Signature.—The date of completing enumeration of the sheet and your signature should be entered in the proper space after you fill the last line. You should regard your signature as a certification that the work is correct and complete. Sign no sheet until you have made it as nearly perfect as you can.

SUPPLEMENTAL INSTRUCTIONS TO ENUMERATORS FOR POPULATION (INCLUDING UNEMPLOYMENT)

509. Unemployment schedule.—If after you have entered a name on the unemployment schedule you get the answer "No" to the question in column 5, "Does this person usually work at a gainful occupation," you should immediately draw a line through the name and the other items that you have entered in the first four columns on the unemployment schedule and also go back and cancel the entries for this person in the occupation section on the population schedule; that is, the entries in columns 25 to 29, inclusive. As indicated in the heading of column 4 on the unemployment schedule, persons who do not usually work at a gainful occupation should not be entered on that schedule. Now and then, however, through some oversight, the name of some person who does not meet these requirements will be entered. Question 5 is provided as a safety device for detecting cases of this kind at the last minute.

510. It is quite necessary in connection with the unemployment inquiries to know whether or not the person has a job. The answer to question 6, "Does this person have a job of any kind?" is consequently of the highest importance. On the basis of the replies to this question, the cases entered on the unemployment schedule will be divided into two groups. For group 1, those who have a job, you must ask questions 7 to 11 and record the answers. For those without jobs you should ask questions 12 to 15 and record the answers. In no case should you ask both groups of questions with regard to any one person. A man either has a job (in which case the information called for by the first group should be secured), or he does not have a job (in which case the second group of questions should be asked). Be sure, however, that you get answers for *all* of the questions in one group or the other.

511. The reasons for idleness or for being out of a job (questions 8 and 15) will be of great importance in interpreting the returns on the unemployment schedules. In general, where two or three reasons might be given, the more definite or specific should be chosen. Thus, if a factory is shut down for lack of orders it is better to return the fact that the factory is shut down, rather than the lack of orders, as the reason for the person being out of work.

512. Question 15 asks, first, for the reason why the person does not have a job, and, second, as an alternative, why he left his last job. These two reasons will often be quite different. For example, a person may have left his job six months ago because of sickness. He may still be out of a job, having fully recovered from his illness, but being unable to secure work because it is the slack season for the industry in which he is seeking employment. Where possible, you should return the reason why the man is unable to get a job now. Only when this information can not be obtained should you return the reason for losing his last job, which is sometimes easier to find out.

513. Inmates of institutions are not to be reported on the unemployment schedule. Where the entry "No" has been made in column 28 of the population schedule for an inmate of an institution, write "Inst." in column 29 to indicate the reason for making no entries on the unemployment schedule.

After the unemployment schedules were received at the census office, the lettered columns were filled in as indicated. In code columns A and B, the reasons assigned were coded by number for convenience in machine tabulation. The unemployment class was entered in column C from the answers to questions 6 and 9 or 6, 12, and 13. Relationship, sex, color and nativity, marital condition, and occupation, were entered in code in the columns D, E, F, H, and I. The age was entered as given in column G. In column K, information as to class of worker was transcribed from the population schedule. This was expected to show whether the person enumerated was an employer, a wage or salaried worker, a person working on his own account, or an unpaid family worker. The answers to this question, however, were found to be unsatisfactory after a test, and were not used in the final tabulations. The information called for in columns L, M, and N was not transcribed from the population schedule. Column L was used instead for a supplementary classification of the "rejected cases," which are shown for the United States on page 88 of Volume I of the Unemployment Reports.

APPENDIX B.—THE SPECIAL UNEMPLOYMENT CENSUS OF JANUARY, 1931—DESCRIPTION OF THE SCHEDULE, AND INSTRUCTIONS TO ENUMERATORS

Schedule.—The special unemployment census of January, 1931, differed from the unemployment census of April, 1930, in that the enumeration of the unemployed was the sole object of the census, whereas in the earlier census the primary object was the enumeration of the population, with the unemployment census as a secondary consideration. Since there was no population schedule in January, 1931, the unemployment schedule (Form 15—737) had to be complete in itself. In order to make the results of the special census as nearly as possible comparable to the results of the 1930 census, the unemployment questions were copied exactly from the 1930 schedule and the essential questions as to place of abode, personal description, occupation and industry, were copied from the population schedule of 1930. The resulting schedule included 23 questions in numbered columns, as follows:

Place of abode, etc.—

1. Street, avenue, road, etc.
2. House number.
3. Name of each person who *usually* works at a gainful occupation but did not work yesterday (or on the last regular working day).
4. Does this person usually work at a gainful occupation? Yes or no.

Occupation and industry in which person was employed—

5. Occupation. Trade, profession, or particular kind of work, as spinner, salesman, riveter, teacher, etc.
6. Industry. Industry or business, as cotton mill, dry-goods store, shipyard, public school, etc.
7. Class of worker.
8. Does this person have a job of any kind? Yes or no.

If this person has a job—

9. How many weeks since he has worked on that job?
10. Why was he not at work yesterday? (Or in case yesterday was not a regular working day, why did he not work on the last regular working day?) For example, sickness, was laid off, voluntary lay-off, bad weather, lack of materials, strike, etc.
11. Does he lose a day's pay by not being at work? Yes or no.
12. How many days did he work last week?
13. How many days in a full-time week?

If this person has no job of any kind—

14. Is he able to work? Yes or no.
15. Is he looking for a job? Yes or no.
16. For how many weeks has he been without a job?
17. Reason for being out of a job (or for losing his last job), as plant closed down, sickness, off season, job completed, machines introduced, strike, etc.

Personal description—

18. Sex.
19. Color or race.
20. Place of birth (native or foreign born).
21. Age at last birthday.
22. Marital condition.
23. Has this person been in this city more than four months? Yes or no.

The Family Record Book.—Each enumerator was supplied with a Family Record Book, which was used by the supervisor as a check upon the completeness of the enumeration. The enumerator was required to make an entry in this book for every call made in his district, whether any unemployed persons were found or not. The column headings in the Family Record Book were as follows:

1. Name of street.
2. House number.
3. Apartment or room number.
4. Date of visit.
5. Description of place (whether dwelling house, store, factory, shop, apartment house, hotel, etc.).
6. Does any one live here?
7. Name of head of family.
8. Number of persons in family, including roomers or lodgers.
9. Number of persons reported on unemployment schedule.
10. Date information is obtained.

State

County

Township or other
division of county

Unincorporated place

Incorporated place

Ward of city

Form 15-93
DEPARTMENT OF COMMERCE—BUREAU OF THE CENSUS
FIFTEENTH CENSUS OF THE UNITED STATES: 1930—POPULATION
EMPLOYMENT SCHEDULE
TO BE USED IN CONNECTION WITH THE POPULATION SCHEDULE

E. D. No.
S. D. No.

Sheet No.
A

Enumeration completed by me on, 1930

Enumerator

Date of enumeration	POPULATION SCHEDULE		NAME of each person who usually works at a gainful occupation but did not work yesterday (or on the last regular working day)	Does this person usually work as a gainful occupation?	Does this person have a job of any kind?	IF THIS PERSON HAS A JOB—				IF THIS PERSON HAS NO JOB OF ANY KIND—				FOR OFFICE USE ONLY NOT TO BE FILLED OUT BY ENUMERATOR											
	Sheet No.	Line No.				How many weeks since he has worked on that job?	Why was he not at work yesterday? (Or in case yesterday was not a regular working day, why did he not work on the last regular working day? For example, sickness, was laid off, voluntary lay-off, bad weather, lack of materials, strikes, etc.)	Does he lose a day's pay by not being at work?	How many days did he work last week?	Is he able to work?	Is he looking for a job?	For how many weeks has he been without a job?	Reason for being out of a job (or for losing his last job), as plant closed down, sickness, off season, job completed, machines introduced, strike, etc.	CODE (For office use only)	Classification	Relationship	Sex	Color and nationality	Age	Marital condition	Occupation	Class of worker	Persons in family	Other employed person	Other unemployed
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INSTRUCTIONS TO THE ENUMERATOR.—Make an entry on this Unemployment Schedule for every person who usually works at a gainful occupation but was not at work yesterday (that is, on the day preceding the day of enumeration—on the last regular working day. This will include all persons for whom the answer "No" has been reported in column 28 on the Population Schedule.

Make an entry for retired persons; for young men or women seeking their first job (that is, those who have not yet been employed as gainful workers); nor for married women leaving house at home who have no other occupation and are not now seriously trying to get a job.

Col. 5—If the answer given here is "No," make no further entries but go back and cancel the occupation returns (columns 25 to 29) on the Population Schedule.

Cols. 7 and 14—Write "0" for less than 1 week and omit fractions. For example, write "3" for 2 weeks and 4 days.

Col. 10—Include work on temporary or makeshift jobs.
Col. 11—Answer for the regular job.

Col. 12—Write "Yes" for a person who is able to do any kind of work which he might reasonably hope to obtain.

Col. 13—Answer "Yes" when the person is actively seeking work, is registered with any agency, or has others trying to find him a job.

Instructions to enumerators.—The instructions to enumerators for the special census of January, 1931, were likewise made up from the Fifteen Census instructions, with such changes as were made necessary by the fact that the unemployment enumeration was the sole object of the special census. These instructions were printed in a separate booklet of 20 pages with a foreword of general explanation and 92 numbered paragraphs. The first 38 of these paragraphs were general instructions similar to those comprising the first section of the Instructions to Enumerators for the Fifteenth Census. The second section referred to the use of the Family Record Book. The paragraphs in this section were as follows:

39. Certain information with regard to each family visited is to be recorded in the Family Record Book. This includes the street and number, the name of the head of the family, the number of persons in the family, and the number of persons (if any) to be reported on the unemployment schedule. For the purpose of obtaining this information, you should ask some responsible person in each family three questions, somewhat as follows:

- (1) How many persons are there in the family or household, including boarders and lodgers?
- (2) Are there any persons who are usually engaged in any gainful occupation?
- (3) Were there any of these persons who for any reason were not at work yesterday (or on the last regular working day)?

For more specific instructions with regard to persons at work, etc., see paragraphs 46 and 51.

40. For each person reported as not at work, you must obtain additional information as directed below in paragraphs 46 and 51.

41. Since the Family Record Books will be used as the basis for the enumerator's compensation for "families visited" the entries should be made with as much care as the entries on the unemployment schedule.

42. An entry must be made in the Record Book for every family. Keep this particularly in mind when you are canvassing a building in which several families reside.

43. **Families out at first visit.**—In case a family is out at the first visit, or in case the only persons at home are young children, servants, or other persons not able to supply the required information, you should record this fact in your Family Record Book, and return later to enumerate this family. If there is any one at home, the information should be secured on the first visit.

The instructions for filling out the schedule comprised the third and final section of the instruction book. Routine instructions as to heading and date, with no material change, and instructions for obtaining the personal description were carried over from the instructions for filling out the population schedule. The paragraphs relating specifically to the question as to what persons should be returned on the unemployment schedule were, however, somewhat amplified. These paragraphs were as follows:

46. **Persons to be reported.**—Enter on the schedule the name of every gainful worker who was not at work on the last regular working day preceding your call—usually the day immediately preceding. Do not include any person who can not say that he "usually" works at a gainful occupation, nor any young person who has not yet had a job. Do not complete the entries for persons who have retired; persons who, on account of permanent disability, are not seeking employment; nor young persons who work without wages for their own parents.

47. In certain occupations, the employees have "rest days" in rotation. Some street-car men, for example, begin the week's work on Tuesday and finish on Sunday, having a "rest day" on Monday. Railroad men may make runs on alternate days, working Mondays, Wednesdays, and Fridays, for example, and resting on the intervening days. Such persons should not be returned on the unemployment schedule, even though not at work on the day before your call.

48. In the case of men who are in a business of their own, it may not always be easy to determine whether the man is actually at work. In general, such men should be considered as "at work," if the business operates continuously under their orders, even though they may have been temporarily absent on the last regular working day. No unemployment return should be made for the professional or business man who is an active manager of his office, store, or factory, even though he may be absent or not occupied with matters for which he receives pay on the day in question. For example, a man operating a cobbler shop, or an automobile repair and service station, should be considered as "at work" on a

given day, if he spent any part of that day in the shop, even though he may not make any sale or do any work for which he receives payment. Similarly, doctors, lawyers, dentists, and other professional men, and proprietors and managers of retail stores who put in time at their place of business, should be considered as "at work."

49. Highly skilled workmen, salesmen, foremen, superintendents, and managers whose pay is on a monthly or annual basis are to be considered as "at work," if they receive full pay and their working time is definitely engaged, even though they have days of partial or complete idleness now and then.

50. Persons who normally work only part time and do not wish a full-time job should not be returned on the schedule, unless such part-time employment fails. For example, a waitress who works three hours daily during the lunch period is to be considered as "at work," if she was employed for this period "yesterday," and a seamstress or laundress who regularly works one or more days a week, either at her own home or elsewhere, and desires no additional work, is to be considered as "at work," if she worked on her last regular working day preceding the enumerator's visit.

51. Men locked out or on strike are to be returned on the unemployment schedule, although in receipt of trade-union striker's benefits or occupied in the conduct of the strike. Men who customarily work "by the job" are not at work, if they have no job in process, even though actively seeking new contracts. Retail dealers are not "at work" if their last business has been permanently closed, although they may be planning a new enterprise. You will find every now and then a man who has been operating a small grocery or other retail store which has failed and who at the time of the enumeration is doing nothing at all which yields an income, but spends his time seeking new opportunities. Return such a man as "not at work."

52. A woman reported as regularly pursuing some gainful occupation in her own home or outside, in addition to her own housework, is to be returned as "not at work," if for any reason this gainful occupation fails, although she may continue to perform her household duties. Thus, a woman who usually works as a laundress two days a week, in addition to her housework, is to be returned on the schedule as "not at work," when the work as a laundress fails, even though she is quite fully occupied at home. Similarly, the saleswoman in a store, working daily in the rush hours, or on days of special sales, or week-ends, is to be returned as "not at work" when this employment fails, although she may be busy at home duties.

53. Men who busy themselves with repair jobs, gardening, and home duties in the intervals of their regular occupations are to be returned as "not at work" if they were not working at their regular occupation on the last working day before the call of the enumerator. Coal miners and longshoremen are to be returned as "not at work" if they are idle on the day to which the question applies, even though they get in as much time weekly as is usual at the mines or wharves where they are accustomed to labor. In general, the list of those "not at work" should include all who did not labor at their gainful occupation on their last regular working day preceding the enumerator's visit.

54. Persons will be found who have been long unemployed because of change in industry, the introduction of machines, or the decline of production in certain lines. If able and willing to do work of any kind, these persons should be returned on the unemployment schedule, provided they still expect to find employment and resume work.

55. Note that while in the Family Record Book you have entered only the names of the heads of families, you must enter on the unemployment schedule the names of any and every member of the family (including boarders and lodgers) who fits the requirements set forth in the preceding paragraph; that is, the name of every gainful worker who was not at work "yesterday."

To the instructions for answering the question "Does this person have a job of any kind?" the following paragraph was added:

66. It is quite necessary, in connection with the unemployment inquiries, to know whether or not the person has a job. The answer to question 8, "Does this person have a job of any kind?" is consequently of the highest importance. On the basis of the replies to this question, the cases entered on the unemployment schedule will be divided into two groups. For group 1, those who have a job, you must ask questions 9 to 13 and record the answers. For those without jobs you should ask questions 14 to 17 and record the answers. In no case should you ask both groups of questions with regard to any one person. A man

either has a job (in which case the information called for by the first group should be secured), or he does not have a job (in which case the second group of questions should be asked). Be sure, however, that you get answers for *all* of the questions in one group or the other.

The question "How many days in a full-time week?" was obviously misunderstood by many enumerators in the 1930 census. Since the answers to this question were essential to any estimate of part-time employment, a paragraph was added to the instructions to make the purpose of this question clear. This paragraph was:

77. Part-time employment is of three more or less distinct types, which are of widely differing significance, as follows:

Type 1.—Regular employment for a part of each day, as, for example, waitresses in lunch rooms and saleswomen who work for three or four hours each day, and in the remaining hours attend to family duties. Such persons should not be returned on the unemployment schedule.

Type 2.—Regular employment for a part of each week in work for which a full-time wage or salary is paid, as, for example, locomotive engineers, railway mail clerks, and others, whose exacting duties make three or four days' work the equivalent of a full-time week. Such persons should not be returned on the unemployment schedule, even if they happened to be not at work on the day before the call of the enumerator.

Type 3.—Employment for a part-time week on jobs which are normally full-time jobs, and for which part-time work means serious loss of wages, as, for example, day laborers or factory operatives who are paid by the day or on a piece-rate basis and who are employed only two or three days in the week. Such persons should be returned on the unemployment schedule, if not at work on the day before the call of the enumerator. Such persons should be returned as having jobs, with entries in columns 9 to 13 of the schedule. The reason "why he was not at work yesterday" in such cases may be given as "plant (mine, mill) on part time."

The following paragraphs were added to the instructions for filling the column headed, "Reason for being out of a job":

85. The reasons for idleness or for being out of a job (questions 10 and 17) will be of great importance in interpreting the returns on the unemployment schedules. In general, where two or three reasons might be given, the more definite or specific should be chosen. Thus, if a factory is shut down for lack of orders it is better to return the fact that the factory is shut down, rather than the lack of orders, as the reason for the person being out of work.

86. Question 17 asks, first, for the reason why the person does not have a job, and, second, as an alternative, why he left his last job. These two reasons will often be quite different. For example, a person may have left his job six months ago because of sickness. He may still be out of a job, having fully recovered from his illness, but being unable to secure work because it is the slack season for the industry in which he is seeking employment. Where possible, you should return the reason why the man is unable to get a job now. Only when this information can not be obtained should you return the reason for losing his last job, which is sometimes easier to find out.